

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE LIBRARY COMMISSION**

1. CALL TO ORDER

The Torrance Library Commission convened in a regular session at 7:05 p.m. on Monday, April 14, 2014 at North Torrance Library.

2. ROLL CALL

Present: Commissioners Haussmann*, Perkins, Ross,
Sheikh, and Chairperson Sargent.

Absent: Commissioners Ravine and Wengrow.

Also Present: City Librarian Theyer, Principal Librarian Wierzbicki, Senior
Librarian Frame, and Youth Services Librarian Higley.

*Commissioner Sheikh arrived at 7:12 p.m.

MOTION: Commissioner Ross moved to grant Commissioners Ravine and Wengrow excused absences for the April 14, 2014 Commission meeting. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Perkins led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Perkins, seconded by Commissioner Ross, moved to accept and file the report of the City Clerk on the posting of the agenda; a roll call vote reflected unanimous approval (absent Commissioners Ravine and Wengrow).

5. APPROVAL OF MINUTES

5A. MINUTES OF FEBRUARY 10, 2014

Commissioner Ross moved to approve the February 10, 2014 Commission meeting minutes as presented. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Ravine and Wengrow).

5B. MINUTES OF MARCH 10, 2014

Commissioner Perkins moved to approve the March 10, 2014 Commission meeting minutes as presented. Commissioner Sheikh seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Ravine and Wengrow).

6. NEW BUSINESS

6A. NORTH TORRANCE LIBRARY UPDATE

Senior Librarian Frame welcomed Commissioners and provided an update of branch activities since the Commission's last visit. He noted that the North Torrance Staff Report was included in agenda attachments. He reported that North Torrance is extremely busy throughout the day, pointing out that attendance in all branches is at an all time high. He attributed the increase in attendance to the economic downturn and free WiFi access. He stated that North Torrance is surrounded by many public and private schools, is on a major bus route, and draws from Gardena and Redondo Beach.

Youth Services Librarian Higley discussed the popular Pajama-rama story time on Monday evenings, Family story time on Tuesday mornings, and monthly Wacky Wednesday program.

In response to Commissioner Sheikh's inquiries, Senior Librarian Frame stated that the branch's user group is diverse and that the most popular items are youth books and paperbacks, DVDs, and materials from the large science and technology collection.

City Librarian Theyer noted that North Torrance has the most assigned schools of any of the branches.

6B. SERVING WITH A PURPOSE

City Librarian Theyer noted that information about the May 22, 2014 "Serving With a Purpose" Conference in Ontario was included in attachments.

7. OLD BUSINESS

7A. FRIENDS OF THE TORRANCE LIBRARY

Commissioners discussed ways they could recognize Friends and it was decided to send a thank you letter to the Board of the Friends.

Secretary Teresa Covey announced a Hardback Book Sale on April 26-27, 2014.

MOTION: Commissioner Ross moved to direct Chairperson Sargent to send a letter of appreciation to the Board of the Friends of the Torrance Library on behalf of the Library Commission. Commissioner Haussmann seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Ravine and Wengrow).

7B. YOUTH COUNCIL

This item was deferred to later at this meeting.

7C. OUTREACH REPORT

Commissioner Sheikh stated that he attended Candidate Forums.

Commissioner Perkins stated that she attended a Torrance Art Museum exhibition opening, Pancake Breakfast, City Council meeting, Torrance Historical Society lecture, Candidate Forums, and Torrance Credit Union annual meeting.

Commissioner Ross stated that he attended three Youth Council meetings, Pancake Breakfast, City Council meeting, monthly Submarine League luncheon, and participated on the Beat the Odds selection committee.

Commissioner Haussmann stated that she enjoyed the Pancake Breakfast and the April 8, 2014 City Council meeting.

Chairperson Sargent stated that she attended the March 18 City Council meeting, Torrance Historical Society lecture, Sportsman's Club meeting, Pancake Breakfast, and accepted the National Library Week Proclamation at the April 8 City Council meeting. She discussed her recent visit to the San Diego Public Library.

7B. YOUTH COUNCIL

This item was taken out of order.

The Commission welcomed Torrance Youth Council member Timothy Harvey, Torrance High School, who expressed his appreciation to Commissioners for attending the Pancake Breakfast. He presented the third video promoting the Library to high school students, this one focusing on Advanced Placement and SAT test preparation, and pointed out that he directed and edited it. He stated that the Publicity Committee plans to continue making videos next year and may invest in their own equipment.

MOTION: Commissioner Ross moved to approve the third video prepared by the Youth Council to promote the Library. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Ravine and Wengrow).

Commissioners commended Youth Council members for their efforts and a brief discussion centered on ways the Commission could assist the Youth Council.

Timothy announced upcoming events that include the Beat the Odds Scholarship Banquet, Coffee House at the ATTIC, and Relay for Life at South High School.

7D. COMMISSION BOOKMARK

City Librarian Theyer presented the proposed text for the bookmark to be used in conjunction with the "All About Your Torrance Public Library" brochure.

Commissioners and staff offered minor revisions and it was agreed that City Librarian Theyer should be the point person to approve the final design.

MOTION: Commissioner Perkins moved to approve the text for the Commission Bookmark as amended. Commissioner Sheikh seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Ravine and Wengrow).

7E. CLA ATTENDANCE

City Librarian Theyer requested that the Commission consider sending a representative to the California Library Association (CLA) Convention in Oakland on November 7-9, 2014. She noted that registration rates have not been released yet and Commissioners decided to defer the item to the May 12, 2014 Commission meeting.

7F. FOCUS GROUPS COMMITTEE

City Librarian Theyer reported that the ad hoc committee met on March 24 to begin planning the focus groups.

Commissioner Sheikh stated that the committee discussed possible target groups that include business/commerce, youth, seniors, and educators.

Chairperson Sargent reported that she invited Commissioners from other City Commissions to attend the first focus group on April 28 at 7:00 p.m. She indicated that she would be the moderator and Commissioner Sheikh would record comments. She stated that she has also contacted the Youth Council liaison, Bartlett Center, and Torrance Unified School District. She suggested setting dates in May and June 2014 to host additional focus groups.

City Librarian Theyer circulated a model flier that was used the last time the Library hosted focus groups. She stated that participants would be asked to prioritize Library services and to evaluate strengths, weaknesses, opportunities, and threats. She recommended having the groups meet in the Polly Watts Story Theatre at Katy Geissert and at locations at the north and south end of the City.

Dates, times, locations, and target groups were tentatively scheduled as follows:

<u>Date and Time</u>	<u>Location</u>	<u>Target group</u>
Thursday, May 15, 6:00 p.m.	Katy Geissert	Community
Wednesday, May 21, 4:30 p.m.	Katy Geissert or ATTIC	Teens
Saturday, June 7, 10:30 a.m.	El Retiro or Walteria Library	Community
Monday, June 16, 6:00 p.m.	North Torrance Library	Community
Tuesday, June 17, 10:30 a.m.	Katy Geissert	Seniors

Chairperson Sargent stated that she would continue trying to schedule a date and time with educators at the Torrance Unified School District Office.

7G. FOCUS GROUPS - INCENTIVES

MOTION: Commissioner Ross moved to allocate NTE \$40 for Starbucks gift cards for drawings at each focus group. Commissioner Perkins seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Ravine and Wengrow).

7H. PART-TIME RECOGNITION BREAKFAST

Commissioners and staff made final arrangements for the May 21, 2014 Part-time Recognition Breakfast. City Librarian Theyer distributed the sample invitation and Commissioner Ross stated that the cost for the caterer is \$522.13.

7I. UNSPENT COMMISSION FUNDS

Deferred to the May 12, 2014 Commission meeting.

8. MONTHLY DIVISION REPORT

City Librarian Theyer noted that her Monthly Division Report was included in agenda materials. She reported that the Executive Director of CLA is retiring at the end of the month and the Associate Executive Director will step up until a new one is appointed. She stated that the Finance and Governmental Operations Committee of the City Council is meeting to look at the mid-year budget on April 15. She announced that workshops for next fiscal year's budget are scheduled for May 13 and May 20. She discussed migration from Microsoft 2003 to a new server. She announced that the new State Librarian, Greg Lucas, is visiting the Library on April 18.

She invited Commissioners to help staff the Library's booth at the May 10 Senior Faire at Ken Miller Recreation Center. Commissioners Haussmann, Ross, and Chairperson Sargent indicated their interest in assisting. Commissioner Haussmann and Chairperson Sargent also volunteered to help at YMCA's Healthy Kids Day on April 26, 2014.

9. ORAL COMMUNICATIONS

9A. Commissioner Haussmann stated that she visited libraries in Redwood City and Redlands.

9B. Commissioner Ross stated that he plans to attend the May 1, 2014 Beat the Odds Scholarship banquet.

9C. Chairperson Sargent announced a Miracle of Living lecture on auto immune diseases on April 16.

9D. Commissioner Perkins requested an excused absence for the May and June 2014 Library Commission meetings.

10. ITEMS FOR NEXT LIBRARY COMMISSION MEETING

Items for the May 12, 2014 Library Commission meeting agenda were listed and include: Friends, Youth Council, outreach reports, Henderson Library report, focus groups, unspent Commission funds, Part-time Recognition breakfast, and CLA Conference attendance.

11. ADJOURNMENT

MOTION: At 9:10 p.m., Commissioner Ross moved to adjourn the meeting to May 12, 2014, at 7:00 p.m. at Henderson Library. Commissioner Haussmann seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

Approved as submitted May 12, 2013 s/ Sue Herbers, City Clerk
